



Stevens Memorial Library
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Summary of Trustee Meeting February 6, 2012

Present: Paula Dowd, Cheryl Audino, Joseph Von Deck, Mary Kate Romano, Margaret Donovan, and Cheryl Paul Bradley

Paula called meeting to order at 4:02 P. M.

Paula handed out Barbara Hallowell's letter of resignation dated February 1, 2012 to each trustee and Cheryl Paul Bradley.

Paul stated when looking for a new trustee she would like someone with an accounting background. Since Barbara was treasurer the new trustee would also be.
Minutes of January 9th meeting were read.

Margaret made a motion to accept minutes, Joe second, and all were in favor.

Paula stated she would like the bookcases and cabinets in the activity room anchored to the wall.

Paula asked Cheryl Paul Bradley about expenditures of:

- \$500.00- Dennis Poitras
- \$810.28- Plant Scape
- \$1300.00- Royal Steam

Cheryl Paul Bradley stated \$500.00 was for supplies and fee for summer reading program, \$810.28 was for maintenance of library grounds, and \$1300.00 was for replacement of circulator in activity room, as well as a chiller, and radiator leak in circulation area. This had been discussed with trustees at previous meetings.

Cheryl Paul Bradley stated that was why she was over the repairs and maintenance budget. That is why she wanted the Stevens building rent given back to the library to offset these repairs. With that money she would only have to ask advisory board for \$844.79.

Paula stated she wanted Cheryl Paul Bradley to present a list of expenditures to the trustees at

each meeting so they could approve items before money was spent. Also make copy of all bills so not only director had copy but treasurer too.

Cheryl Paul Bradley stated treasurer saw all bills before checks were written. Sometimes things come up unexpectedly at the library. Cheryl or one of the staff might have to run to the hardware store, Ashburnham Market, or Staples. That is why the trustees voted to have a debit card account. Once a month she goes over these bills with treasurer. Would she still be able to use the card for emergencies?

Joe stated the Director should be able to use her discretion on emergency spending and day to day operation spending within reason, as she does now and report to the board at the following meeting.

Paula stated the Director should contact one of the trustees when money is needed for emergencies.

Cheryl Paul Bradley stated she always contacts the trustees.

Cheryl Paul Bradley stated that the last copy of the 2013 library budget she saw did not have repairs and maintenance and energy and utilities in it as discussed at the January 17th budget meeting the trustees had with Doug Briggs.

Joe stated the trustees should write a letter requesting a copy of the 2013 library budget showing the two line items back in budget.

Cheryl Paul Bradley stated it is critical that Repairs & Maintenance and Energy & Utilities show in our budget because the MLBC gave us a waiver this year. Next year we will not receive a waiver.

Margaret stated she would write letter to the Town Administrator and follow up with a visit.

Cheryl Paul Bradley stated the annual article for town report was due. She also requested February 27th and 28th as vacation days.

Paula asked Cheryl Paul Bradley and Margaret to handle town report article.

Paula signed leave request for Cheryl (director).

Mary Kate stated she had looked at quilt material for bulletin boards in children's room. Fabric would cost between \$6.99 and \$9.99 pre yard. She believed all 8 boards could be covered for

\$200.00.

Mary Kate is also going to contact a contractor to make benches. She thought they could be a single shelf able to pull out for sitting instead of lift tops for storage. She was going to see if the contractor would send pictures so trustees could make a discussion.

Joe made a motion the meeting be adjourned, Mary Kate seconded, and all were in favor.

Meeting ended at 4:40 P.M.